

Department Series Report

30: Legislature

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
264#:Exec. Director of Legislative Council							
Schedule #: 826 1#:L.R.Files (Legislative Request Files)							
Chaptered laws: Amendments; Bills; Associated work papers; original requests.Hold in agency current year, then transfer to Records Center.	Paper	5/18/1990	Years 1	Years 3	Archives	Current	
Schedule #: 968 2#:Laws of Maine Page Proofs							
Page proofs for Laws of Maine-needed as a backup to check against printers copy for errors or discrepancies.	Paper	2/24/1992	Years 1	Years 2	Destroy	Current	
Schedule #: 968 3#:Administrative Files							
Miscellaneous office files including meeting agendas, lists of bills by legislator, routine correspondence (such as letters of transmittal), copies of interoffice memoranda, resumes of job applicants, bill drafting information, legislative and vacation schedules. Record copies of interoffice memoranda are maintained by the originating agency.	Paper	2/24/1992	Years 1	Years 2	Destroy	Current	
Schedule #: 968 4#:Data Base-Paper Copy							
Paper copy of official State data base titles 1-39. This is a complete, current copy of Titles 1-39 generated from the Revisor's data base. Keep in agency until updated.	Paper	2/24/1992	Destroy When Updated 0	Years 5	Destroy	Current	
Schedule #: 968 5#:MRS/Selected Administrative Files (History of Bills)							
Among the functions of the Office of Revisor of Statutes is legislative drafting and editing. This office is the point where all legislation is submitted to be produced in final form for introduction to the Legislature. This series includes: the history of bills to be submitted; background material of a potential bill; statistics and related correspondence.	Paper	2/24/1992	Years 2	No Retention 0	Archives	Current	
262#:House of Representatives							
Schedule #: 891 1#:House Calendar Papers							
Communications (Correspondence relating to House business); communications with attached reports; joint communications; joint communications with attached reports; joint orders; joint resolutions - House and Senate; House Orders.	Paper	1/29/1991	Years 2	Years 1	Archives	Current	

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Schedule #: 891 2#:House Roll Calls All House roll calls for both regular and special sessions of the Maine House of Representatives.	Paper	1/29/1991	Years 3	Years 1	Archives	Current	
Schedule #: 891 3#:House Advanced Journal and Calendar Ed Pert's (Clerk of the House) copies of the House Advanced Journal and Calendar.	Paper	1/29/1991	Years 2	Years 1	Archives	Current	
Schedule #: 994 4#:House Legislative Sentiment Forms House Legislative Sentiment Forms is an expression of Sentiment by the Maine Legislature. A Sentiment is usually congratulations for an accomplishment (a sports team, outstanding student, etc.) or an event such as the bi-centennial.	Paper	8/13/1992	Years 2	No Retention 0	Archives	Current	
Schedule #: 1065 5#:Journal of the House of Representatives The Journal of the House of Representatives is a record of communications received by the House Clerk. It is the actions taken by the House on items of Legislative business, and roll call votes. The Journal is maintained and indexed by the Clerk of the House.	Paper	11/1/1993	Years 0	No Retention 0	Archives	Current	
Schedule #: 1093 6AT:House Daily Session Cassette Tapes This series consists of cassette tapes made of each daily session of the House of Representatives. The tapes are created as a backup to the dictation system used to make transcriptions of the House proceedings are published first in unbound form, then in the bound Legislative Record after indexing prepared. Keep in Agency until transcribed.	Audio Tape	5/23/1994	Contingent Upon Event - See Description	0	No Retention 0	Archives	Current
Schedule #: 1297 7#: Legislative Videos This series consists of 9 VHS video tapes. The time period covered appears to be 1989 - 1991. 6 of the tapes relate to the State of the State and include a democratic process. The Speaker of the House at that time, John L. Martin, was one of the democratic leaders responding. Another tape relates to the state budget and was recorded by Channel 13 News. Another tape appears to be an interview recorded by Channel 8. The final tape is a description of the Minnesota Legislative process and its impact. Keep in Agency until no longer needed.	Motion Picture	5/15/1999	Variable - See Description	0	Years 0	Archives	Current
Schedule #: 1639 8#:Photograph Negatives of the Legislature							

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These are photographic negatives. They are original negatives from the original photographer. These negatives are a photographic record of the Maine Legislature. The Maine State Archives Imaging Center will use these negatives to reproduce photographs of the Legislature for the House of Representatives Chamber. The files contain the original negative of photographs taken of the 94th, 96th, 97th, 98th, 100th, 102th, 103rd, 104th, 106th, 107th, 108th, 110th, 111th, 112th, 113th, 115th, and 116th Legislatures.	Still Photograph	9/28/2005	No Retention 0	No Retention 0	Archives	Current	
263#:Legislative Council							
Schedule #: 1262 10#:Legislative Council Minutes							
Legislative Council Minutes including audio tapes of the sessions.	Paper	4/9/1998	Years 10	Years 0	Archives	Current	
Schedule #: 887 4#:Appropriations Committee Minutes							
	Paper		Years 2	Years 4	Archives	Current	
Schedule #: 960 7#:Original Bills of Legislature							
Original bills with sponsors' signatures and House and Senate stampings and any accompanying amendments. (Note: These are not the printed legislative documents) This is the original paperwork that leads up to the signed bills.	Paper	10/18/1991	Years 1	No Retention 0	Archives	Current	
Schedule #: 1081 8#:Maine Health Program Advisory Committee Records							
Records reflect the work of the Committee, which is to advise the Department of Human Services on an ongoing basis with respect to the development and administration of the Maine Health Program, which is designed to meet the health care needs of uninsured, financially needy Maine residents. Records include meeting notices, minutes, program rules, client and case statistics, eligibility guidelines, legislation, and background articles and documents. Some testimony on program rules is also included.	Paper	2/14/1994	Years 2	No Retention 0	Archives	Current	
263F:Legislative Council - Office of Fiscal & Program Review							
Schedule #: 887 3#:Audit and Program Review Files							
This office examines and reviews expenditures, evaluates fiscal and program information, makes financial projections regarding the effects of legislation and analyzes appropriation requests. Files include: minutes, reports and information.	Paper	12/11/1990	Years 5	Years 5	Archives	Current	

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Schedule #: 887 5#:Fiscal Note Files							
Files include: Fiscal Notes, Legislative Documents, Amendments, and Departmental Impact Statements	Paper		Years 1	Years 4	Archives	Current	
Schedule #: 887 6#:Study Material (Fiscal & Program Review)							
Back-up material on studies staffed by OFPR. Included: correspondence, research data and reports.	Paper	12/11/1990	Years 1	Years 10	Archives	Current	
263I:Legislative Council - Office of Legislative Information Services							
Schedule #: 1389 15:Committee Attendance by Legislators							
Legislative committee attendance by legislators.	Paper	2/21/2001	Years 1	Years 10	Destroy	Current	
263P:Legislative Council - Office of Policy & Legal Analysis							
Schedule #: 1355 1:OPLA Policies & Management Materials Related to Legislative Operations							
This office provides management and organizational support to presiding officers related to committee and other legislative management. This work involves analysis and reporting in order to develop legislative policies relating to committees - for example restructuring of committee, committee bill loads, staffing and scheduling. This material represents an important historical database and is used periodically, but infrequently when assessing current legislative policies and legislation. The records are used for historical purposes and to avoid reconstructing information periodically. The Director of OPLA and the principal analysts of OPLA use this information. Certain documents you would find in these files: international legislative and office orientation materials; schedules; committee restructuring analysis; workload analysis; staffing assignments/allocation/analysis; Legislative Council materials; committee deadlines and other rulings.	Paper	2/21/2001	Years 0	Years 12	Archives	Current	
Schedule #: 1391 2:Rules Review of Major Substantive Rules - OPLA							
These files contain the major substantive rules filed by agencies under 5MRSA 8071 et seq., OPLA analyses, working papers, correspondence, notices, committee reviews, and amendments to resolves relating to legislative action on the rules.	Paper	6/21/2001	Years 2	Years 4	Archives	Current	
Schedule #: 1392 3#:Budget Review Files							

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These files contain the materials relating to the review of proposed agency budgets by legislatures policy committees and recommendations to the Appropriate Committees. Files include working papers of OPLA and Committee recommendations.	Paper	6/21/2001	Years 2	Years 4	Archives	Current	
Schedule #: 1393 4#:Legislative Study Commission Files							
These are the master files for studies staff by OPLA and contain the background materials, research information, drafts, staff memos, meeting summaries, testimony, reports and related information relating to legislative studies. These files contain records and working papers of OPLA, which staffed the study commissions. Files are kept in OPLA for the current biennium.	Paper	6/21/2001	Years 2	Years 4	Archives	Current	
Schedule #: 1394 5:Government Evaluation Act and Related Agency Oversight Files - OPLA							
These files contain documents related to the legislative oversight and review of state agencies and programs under the Government Evaluation Act (GEA), including analyses and working papers of OPLA.	Paper	6/21/2001	Years 2	Years 8	Archives	Current	
Schedule #: 1396 6#:LD Files for Joint Standing and Selected Committees staffed by OPLA							
These files contain the bills (LD's) considered by the committee during the legislative session, relevant testimony, analyses, staff memos, amendments and other related - OPLA materials. Files are organized by committee and within committees, numerically by LD#. Files are kept in OPLA for 2 years after the close of the Legislative Session. (Example: 125th Maine Legislature closed in 2012, records would be kept for 2 full years in OPLA until meeting its full retention time in 2014 and could then be sent to the Records Center.)	Paper	5/28/2014	Years 2	Years 2	Archives	Current	
Schedule #: 1397 7#:Special Research and Investigative Study Files - OPLA							
Records of investigation and analysis of major policy issues addressed by legislative groups (research material files that are expected to be needed in future legislatures).	Paper	6/21/2001	Years 2	Years 6	Archives	Current	
Schedule #: 1398 8#:Strategic Planning and Performance Budgeting Files							
These files are the strategic plans and performance budgets for state agencies that are required to be submitted to the Legislature (including OPLA). These also contain analyses and working papers prepared by OPLA in connection with the legislative review of the plans and budgets.	Paper	6/21/2001	Years 2	Years 4	Archives	Current	

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
260#:Legislature							
Schedule #: 666 1#:Standing Committee Report Files							
Documents used by Committee in preparing its reports for each Legislative session. Included are file copies of majority report and minority report; prposed legislation; statements of citizens and interested groups/organizations; surveys, calculations, statistical information; related correspondence. To be filmed 3 years after session, after which paper may be destroyed.	Paper	6/22/1988	Years	3	No Retention 0	Destroy	Current
Documents used by Committee in preparing its reports for each Legislative session. Included are file copies of majority report and minority report; prposed legislation; statements of citizens and interested groups/organizations; surveys, calculations, statistical information; related correspondence. To be filmed 3 years after session, after which paper may be destroyed.	Roll Microfilm	6/22/1988	Years	50	No Retention 0	Destroy	Current
Schedule #: 1011 10#:Legislative Committee Master Files							
Files relating to each legislative proposal are created and maintained by clerks of each legislative committee. Each file includes a copy of the legislative document(bill), notice of public hearing, public hearing sign- in sheet, staff memoranda, fiscal note (if bill affects revenues), written testimony distributed at the public hearing, and proposed amendments, the vote of the committee and the signed report of the committee.	Paper	2/23/1993	Years	1	No Retention 0	Archives	Current
Schedule #: 1221 11#:Legislative Computer Backup Tapes							
Backup tapes for legislative computer system. Tapes include the work of all legislative offices and the bill status system. Includes Wang Virtual Systems Back Up Tapes 9 Track Reel to Reel, Wang Virtual Systems Backup Tapes 8mm Cassette and Wang Virtual Systems 288 megabyte Removable Disc Packs	Magnetic Tape	4/23/1997	Years	1	Years 2	Destroy	Current
Schedule #: 1389 14:Legislative Studies							
Legislative Studies deal with specific issues. These files would include any type of testimony given at public hearings. The files would also include any documentation of the work that the Committee did in the meetings.	Paper	2/21/2001	Years	1	Years 10	Archives	Current
Schedule #: 666 2#:Special Committee Report Files							

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Documents used by Committee in preparing its reports for each Legislative session. Included are file copies of majority report and minority report; prposed legislation; statements of citizens and interested groups/organizations; surveys, calculations, statistical information; related correspondence. To be filmed 3 years after session, after which paper may be destroyed.	Roll Microfilm	6/22/1988	Years 50	No Retention 0	Destroy	Current	
Schedule #: 1374 24:Bound copies of the House Advance Journal and Calendar							
Bound copies of the Senate Advance Journal and Calendars are kept by the Clerk's Office as a historical reference on how items were taken up in the Senate Chamber, to use as samples. The Bound Copy of the Senate Advance Journal and Calendar contain a copy fo the daily calendar used in the Senate Chamber during session.	Paper	1/9/2001	Years 4	Years 0	Archives	Current	
Schedule #: 1374 25:Bound Copies of the Senate Advance Journal and Calendar							
Senate Advance Journal and Calendars are kept in the Clerk's Office as a historical reference on how items were taken up in the Senate Chamber. The bound copy of the Senate Advance Journal and Calendar contains a copy of the daily calendar used in the chamber during session.	Paper	1/9/2001	Years 4	Years 0	Archives	Current	
Schedule #: 1631 26#:Committee Clerk Handbooks							
These are the handbooks that the Committee clerks follow, containing the clerk's assignments for each standing committee. These books are guidelines that the clerks follow. The handbooks change from Legislative session to Legislative session.	Paper	6/16/2005	Years 2	Years 5	Archives	Current	
Schedule #: 1631 27#:Committee Rules of Procedure							
These are written rules that the Joint Standing Committees agree on at the beginning of each session. The rules are used to determine how business is conducted on a daily basis. These rules are not retained anywhere else. Legislators and staff may need to look back at previous years to determine how business was conducted. A typical file for one year will have a two page "agreement" from each standing committee.	Paper	6/16/2005	Years 2	Years 10	Archives	Current	

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Schedule #: 1631 28#:Final Letters of Committees Each Legislative Committee prepares a "final" letter at the end of each session. The information in this letter is vital to knowing what the outcome of the committee's bills were for the session. For example, it breaks down how many bills were killed, how many passed, how many were passed as amended. These records are often used by staff and legislators in trying to determine how many bills a committee may have in the future and statistically how things change from year to year. A typical file would have between 15 and 16 letters from a given year.	Paper	6/16/2005	Years 2	Years 5	Archives	Current	
Schedule #: 711 3#:Photographic Prints: Speakers of the House Photographic prints of speakers of the house.	Still Photograph	2/13/1989	Years 0	No Retention 0	Archives	Current	
Schedule #: 911 8#:County Budgets County budgets submitted to Legislature each year.	Paper	2/7/1991	Years 3	No Retention 0	Archives	Current	
Schedule #: 1011 9#:Legislative Day Files This series consists of files, one for each day the Legislature meets. Each file includes a copy of the printed advance calendar and supplemental calendars with hand written notes of floor actions. This information is posted in the online legislative bill status system. This same information can also be found in the House and Senate Journals (3 copies prepared) and in the Legislative Record (published).	Paper	2/23/1993	Years 1	No Retention 0	Destroy	Current	
261#:Senate							
Schedule #: 1169 1:Legislative Audio Tapes-Senate Recordings The Legislative Record is a complete written record of the Senate Session proceedings.	Audio Tape	11/30/1995	Years 5	Years 5	Archives	Current	
Schedule #: 1130 1#:Files created by the Senate while in session							

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These files are created by the Maine Legislature while in session. Files include: Communications between the Senate and the House; Dead Bills; Joint Resolutions and accompanying papers; Public Laws; Summary of Files; Confirmations; Calendars; Private and Special Laws; Constitutional Amendments; Resolves; Gubernatorial Appointments. Keep in agency during each legislative session plus 2 years.	Paper	12/29/1994	Years 2	No Retention 0	Archives	Current	
Complete recordings of Senate sessions, to be transcribed in the written record.	Audio Tape	11/20/1996	Years 2	Years 5	Archives	Current	
Schedule #: 1169 2#:Legislative Record--Senate							
The Legislative Record is a complete written record of the Senate Session proceedings.	Paper	11/20/1996	Years 2	Years 5	Archives	Current	
Schedule #: 1169 3#:Senate Notation Books							
Books that record Senate Paper numbers; Books that include Senate Secretary's office receipts.	Paper	11/30/1995	Years 1	Years 5	Destroy	Current	
Schedule #: 1169 4#:Senate Roll Calls							
Yea's and Nay's of Senators. (Recorded Senate votes for Regular, Confirmation and Special Sessions.)	Paper	11/30/1995	Years 5	Years 5	Archives	Current	
Schedule #: 1169 5#:Senate Journals							
Record of Action taken and motions made during Senate sessions.	Paper	11/30/1995	No Retention 0	No Retention 0	Archives	Current	
Schedule #: 1180 6#:Senate Signature Books							
When bills are taken to the Engrossing Department and to the Governor's Office for his signature, these are the records of the staff people who sign for possession of the bills. These records become important should a Bill be misplaced.	Paper	3/22/1996	Years 1	No Retention 0	Destroy	Current	
Schedule #: 1180 7#:Unbound Senate Journal							
This is the Senate Journal Proof.	Paper	3/22/1996	Years 1	No Retention 0	Archives	Current	
Schedule #: 1180 8#:Senate Secretary's Working Calendar							

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These are the Senate Calendars that the Secretary of the Senate make her notes on. She uses these documents to verify the Senate written record and journal.	Paper	3/22/1996	Years 1	Years 1	Destroy	Current	
268#:State Law Library							
Schedule #: 1015 10#:Commission on Nursing Supply and Educational Accessibility Minutes							
The Commission's Office is two-fold: 1. To insure there is an adequate supply of nurses in Maine and 2: to phase out the title LPN and invoke a RN program with two levels; those with associate's degrees and those with baccalaureate degrees.	Paper	1/7/1993	Years 1	No Retention 0	Archives	Current	
Schedule #: 1097 12A:Confirmation Hearing Master Files and Cassette Tapes - Originals							
This series consists of paper files and cassette tapes generated during review of candidates named by the Governor for various appointed positions. After the nomination is made, a public hearing is held by the appropriate joint standing committee of the Legislature. The paper files begin in 1985 and generally include a resume of the nominee and any written testimony presented at the public hearing. The cassette tapes are made during the public hearing. They begin in 1977. The joint standing committee then reports to the Senate its recommendation as to whether the nomination should be confirmed or not. The full Senate considers and accepts or rejects this recommendation during a subsequent confirmation session. Keep in Law Library until no longer needed for reference purposes.	Audio Tape	5/23/1994	Contingent Upon Event - See Description	0	No Retention 0	Archives	Current
This series consists of paper files and cassette tapes generated during review of candidates named by the Governor for various appointed positions. After the nomination is made, a public hearing is held by the appropriate joint standing committee of the Legislature. The paper files begin in 1985 and generally include a resume of the nominee and any written testimony presented at the public hearing. The cassette tapes are made during the public hearing. They begin in 1977. The joint standing committee then reports to the Senate its recommendation as to whether the nomination should be confirmed or not. The full Senate considers and accepts or rejects this recommendation during a subsequent confirmation session. Keep in Law Library until no longer needed for reference purposes.	Paper	5/23/1994	Contingent Upon Event - See Description	0	No Retention 0	Archives	Current
Schedule #: 1097 12B:Confirmation Hearing Master Files and Cassette Tapes - Duplicates							

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Schedule #: 1142	13A:Audit & Program Review Files - State Agency Justification Reports						
This series includes paper files prepared for the Joint Standing Committee on Audit and Program Review. Work session file include agendas, discussion by commissioners. Public hearing files include some of the materials and in addition may include fiscal notes, proposed legislation, draft recommendations of the Committee, testimony. Committee voting records, and committee reports (recommendations for passage).	Paper	3/15/1995	Years	0	No Retention 0	Archives	Current
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Schedule #: 1142	13B:Audit & Program Review Files - Work Session and Public Hearing Files						
This series includes paper files prepared for the Joint Standing Committee on Audit and Program Review. Work session file include agendas, discussion by commissioners. Public hearing files include some of the materials and in addition may include fiscal notes, proposed legislation, draft recommendations of the Committee, testimony. Committee voting records, and committee reports (recommendations for passage). Transfer to Law Library then to Archives when no longer referenced.	Paper	3/15/1995	Years	0	No Retention 0	See Description	Current
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Schedule #: 1358	20:Subcommittee on Drug Enforcement Oversight BIDE Meetings						
This series consists of 5 sound cassettes and two paper files from the Joint Standing Committee on Judiciary Subcommittee on Drug Enforcement Oversight. These materials relate to the investigation of allegations concerning the Bureau of Intergovernmental Drug Enforcement (BIDE). Files include meeting announcements, testimony sign-in sheet, handwritten notes, and a list of issues. See also related series: Joint Standing Committee on Audit and Program Review Hearings on BIDE Schedule 1240, Series 5AT.	Paper	1/9/2001	Years	0	Years 0	Archives	Current
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Schedule #: 1358 21:The Legislative Process in Maine Photographic slides of the Maine House, Senate and Leg. Committees

This series consists of approximately 880 photographic slides of the Maine Legislature, including photographs of the House and Senate chambers and committee hearings. These photographs may have been taken in connection with the production of the slide-tape show, "The Legislative Process in Maine."	Still Photograph	1/9/2001	Years 0	Years 0	Archives	Current	
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